

RAB

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25 SEP 1968

(b)

MEMORANDUM FOR: Commanding Officer, [REDACTED]
THROUGH : Chief, Administration Staff, Office of Communications
SUBJECT : Use [REDACTED] for Records Officers Conference

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1. Confirming our recent conversation, it is requested that the [REDACTED] be made available for an Agency Records Management Conference on Tuesday and Wednesday, October 22 and 23, 1968.

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2. At this time it is difficult to predict the attendance exactly. It is expected to be somewhat larger than our Conference last year which had 72 personnel attend, 65 of whom stayed overnight. About 100 persons may ask to attend and we consider that to be a reasonably realistic figure for general planning purposes. One third probably will be women. We will give you the exact numbers by 11 October.

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3. [REDACTED] of this Staff will again be the Conference Coordinator. He will meet with you and members of your staff to discuss the administrative and security requirements and to keep you posted on the applicants and other developments.

Us [REDACTED]

Chief, Support Services Staff

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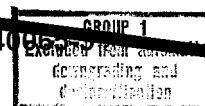
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DDS/SSS/RAB/[REDACTED] fms (25 Sep 68)

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